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*Office Memorandum*UNITED STATES GOVERNMENT
CONFIDENTIAL

TO : Chief, Plans & Policy Staff/TR

DATE: 19 October 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 42

I SIGNIFICANT ITEMS - NoneII OTHER ITEMS

A. ROTATION TO DDI. The Career Management Officer met with the Special Assistant to the DDI (Administration) to discuss the rotational phase of the career planning for instructors going to the DDI. Previous agreements, arrived at in a series of meetings in June between [] of the DDI and [] of Training, were reaffirmed. It was specifically agreed that all future arrangements for rotation were to be handled between [] and the OTR Career Management Officer.

B. FORM FOR CAREER DEVELOPMENT PLANS. [] met with [] of the Management Staff to discuss a proposed form for recording career development plans. [] accepted the form devised by [] and []. He is now putting the form in the approved format and it will be presented to the Career Service Board for approval.

C. REPORT ON EXTERNAL TRAINEES. [] a JOT, has been using the Registrar's records on full time external training for a report being prepared by LETS for DDCI.

D. JCD TRAINEES. [] selected for the JCD Program, have discussed their training program with the Registrar this week.

E. RUSSIAN LECTURE SERIES. C/LETS decided the Russian lecture series, originally planned to be offered once a week will be offered twice a week because of the large number of requests. An announcement will be made this week indicating the dates for the second lectures.

F. MONTHLY FINANCIAL STATUS REPORT. The Financial Status Report, by OTR component, through 30 September 1955, was furnished DTR through XO/TR.

G. [] PROJECT. BFO/TR is arranging for the loan of [] to be used in the production of the [] product.

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H. LEAVE BALANCES FOR UNVOUCHERED PERSONNEL. Leave balances as of 10 September 1955 for all unvouchered personnel were received from Payroll BR/FD. These will be transmitted to all employees concerned through channels with instructions concerning use or reimbursement for compensatory time as outlined in []

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I. OTR BUDGET. Additional justification for OTR Budget estimates for FY 57 in excess of FY 55 obligations was provided the DDS at his request. The information is for use in the preliminary hearing before the Appropriations Committee.

25X1 J. FSI MEETING. [] met with officials of the Foreign Service
25X1 Institute to discuss procedures and [] arrangements involved in the attendance of Agency Personnel at the Institute. An evaluation of the arrangements established several months ago indicates that only minor flaws have turned up, and action has been taken to correct these.

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K. SECURITY VIOLATION. Action has been initiated by this office concerning a possible security violation to be charged to a staff employee involving [] operations.

L. DELINQUENT ACCOUNTINGS. The Office of Training was recently furnished the quarterly Statement of Accounts by the Finance Division. Seventeen persons were listed as delinquent in accounting for funds. Eight of these individuals have settled their accounts; the remaining nine are engaged in negotiations to effect settlement.

M. SPACE FOR LANGUAGE AND EXTERNAL TRAINING SCHOOL.

a. The Office of Logistics was requested to furnish OTR approximately 1,900 square feet of additional space for LETS use in conducting intensive courses in French and Russian. Arrangements are presently being made to obtain space near the center entrance of [] This space has been surveyed by OTR representatives and is considered suitable provided certain minor alterations are made.

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b. The Office of Logistics was also requested to effect the return of 1132 I Building to OTR for LETS use. This space has been on loan to the Security Office for approximately six months.

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N. [] Arrangements were completed with Finance Division to obtain the balance of funds necessary to procure the additional vehicle for the project. Weekly report of the utilization of [] facilities for the period 12 October through 18 October 1955 is attached.

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Attachment

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[] Report

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